

OFFICE OF STRATEGIC SERVICES

Washington, D. C.

INTEROFFICE MEMO

3 June 1944

TO: List 51

SUBJECT: Proper Use of Courier Service

1. The Courier Service is to be used only for the handling of material classified as Secret or Confidential.
2. To enable us to give the desired service on items properly carried by courier, it is essential that each Office and Branch take every precaution against the abuse of Courier Service.

For example, recently a package of pipe cleaners was sent by courier between offices here in Washington.

3. Please make certain that couriers are called only for the handling of Secret or Confidential matter.

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Chief, Services

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